



Healthcare Office Specialist-Certificate 2020-21

SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion

Plans can be modified to fit student needs by adding more semesters

Choose your courses with your Advisor.

Developmental Education Courses (if required)		
<input type="checkbox"/>	ACLS050	Introduction to Academic Literacy
<input type="checkbox"/>	ENGL027	Writing Skills Workshop

Location: B= BETH, M= MROE, S=SBTH, E= ESTN, D= DIST *subject to change									
complete	Course #	Course Title	Credits	Gen Ed	Fall	Winter	Spring	Summer	Pre-requisites / Co-requisites
Semester 1	<input type="checkbox"/>	COLS101	College Success	1		B, M, D	----	B, M, D	D
	<input type="checkbox"/>	ENGL101	English I	3	Comm	B, M, D, E	----	B, M, D, E	B, M, D
	<input type="checkbox"/>	BIOS130	Basics of Human Anatomy & Physiology	4	Science	B, M, D	----	B, M, D	B, M, D
	<input type="checkbox"/>	HCOA177	Health Information Technology	3		B, M, D	----	B, D	D
	<input type="checkbox"/>	HCOA154	Medical Terminology	3		B, E, D	----	B, E, D	D
			Total Semester Credits:	14					
Semester 2	<input type="checkbox"/>	CISC101	Introduction to Information Technology	3	CL	B, M, D	D	B, M, D	B, M, D
	<input type="checkbox"/>	HCOA172	Health Insurance Basics	3		B, D	----	B, D	D
	<input type="checkbox"/>	HCOA175	ICD-10-CM/PCS Coding Methodologies	3		B, D	----	B, D	D
	<input type="checkbox"/>	HCOA176	CPT Coding Methodology	3		B, D	----	B, D	D
			Total Semester Credits:	12					
Semester 3	<input type="checkbox"/>	BUSA226	Human Resource Management	3		B, D	----	M, D	D
	<input type="checkbox"/>	HCOA240	Medical Office Management Practices	3		B, M, D	----	D	----
	<input type="checkbox"/>	HCOA275	Capstone Simulation for Coding	2					
	<input type="checkbox"/>	HCOA276	Diversity & Cultural Competency in Healthcare	2					
			Total Semester Credits:	10					
		Total Degree Credits	36						

Notes:

Students should take HCOA154 in the first semester as it is a pre-req for many other courses in the program

Career Information:

The Healthcare Office Specialist provides students with a pathway to a variety of healthcare office careers. Healthcare Office Specialist career paths may include, but are not limited to careers such as health information technician, patient account representative, medical billing specialist, health unit coordinator, medical secretary, or patient coordinator. Earning potential within the field may range from \$13-\$24 per hour (source: U.S. Department of Labor: Bureau of Labor Statistics, 2014). For additional information, including the ability to explore local healthcare office employment opportunities in your area visit our Career Coach tool by clicking this link: <https://northampton.emsicc.com/>

***It is the student's responsibility to be knowledgeable of NCC graduation requirements and to verify transfer requirements with the 4-year institution. Courses listed on the program map are based upon the assumption that prerequisites and courses taken in previous semesters will be successfully completed**